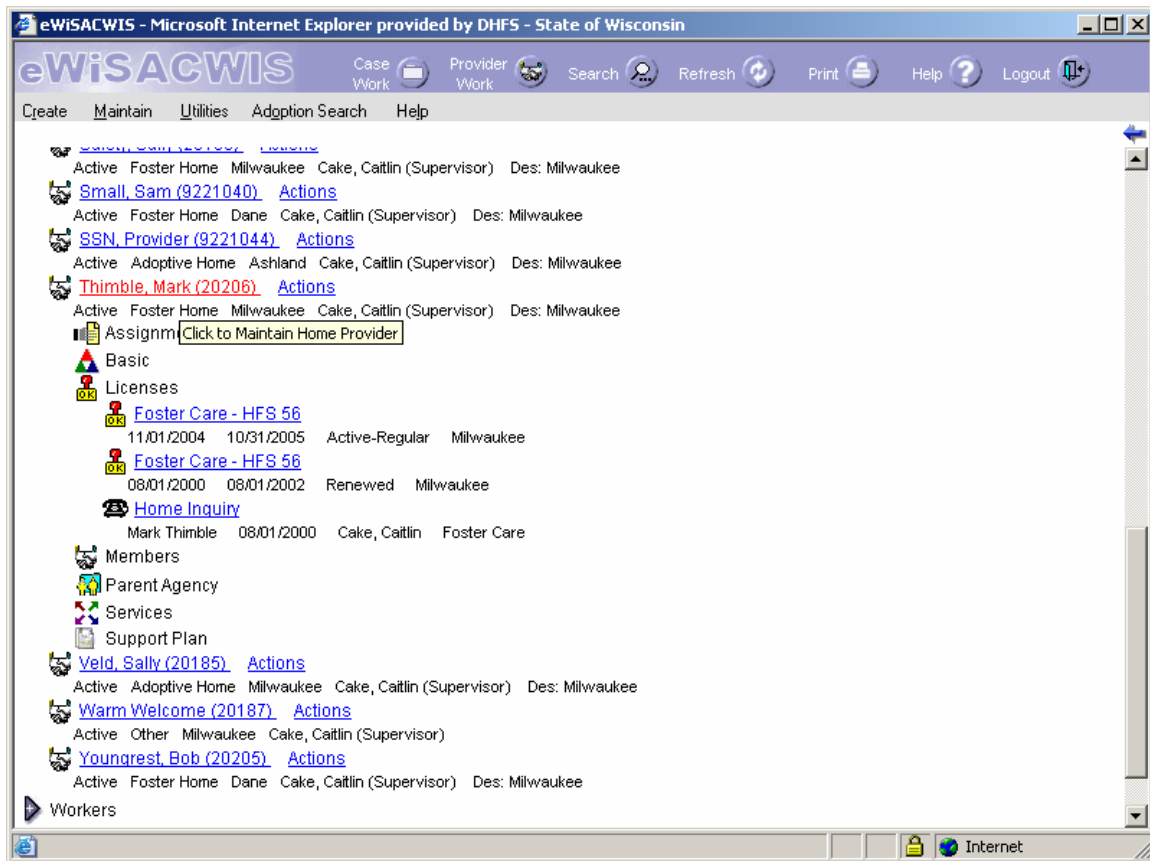


Inactivating a Provider/Duplicate Provider

1. It should be noted that duplicate Providers can not be merged in eWiSACWIS. The following steps should be used to inactivate a Provider and to inactivate a Duplicate Provider.
2. An assignment to the Provider is required.
3. Click on the Provider Name Link (highlighted in blue on your outliner). This will open the Home Provider window.



4. If the Provider is being made Inactive due to Duplicate Providers in eWiSACWIS, make the following changes in the header of the window;
 - Select 'Duplicate' as the Type
 - Click on the Search hyperlink adjacent to the Type dropdown and select the appropriate provider record you want to link this duplicate record to
 - Click the Notify checkbox to generate e-mail notifications to workers that have open placements with this duplicate provider
 - After the 14 day time period, ensure that the placements that were affected have been re-recorded in the system with the appropriate provider records
 - Click the Complete checkbox and save the record

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic
 Number: 20206 Name: Mark Thimble Type: Duplicate Status: Inactive Search

Duplicate Provider -
☒ Send Reminder Reminder Date: 09/22/2006 HSRS Number: 2204020206
☒ Completed Completed Date: 09/22/2006

Please use 'Mark Thimble' Provider ID: 9221422

Home Members Characteristics Services Training

Home Information
Parent 1: Mark Thimble
 C/O: Street: 25 Bushik Gardens Apt: City: Abrams State: WI Zip: 54101 Country: United States
Parent 2: Home: (414)798-7465 Ext: Work: Ext: Fax:

Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

Further Information
 Primary Language: English ☐ EFT
Marital Status: Married Couple ☐ 1099 Form Required
 County: Milwaukee ☐ FEIN ☐ SSN
 Parent Agency: Mark Thimble ☐ N/A

County Provider ID
 County Provider ID Delete

Options: Go Insert Save Close

Done Local intranet

5. If the home is being changed to inactive because your county simply no longer licenses it, update the record with the following values;
 - Change the Status to 'Inactive'
 - 'Not licensed' as the License Type
 - 'None' as the Licensing Agency
6. Click the Save button to save your work. You will get a pop up message stating "All provider service records will be set to inactive. Do you wish to continue?" Click yes and click close.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic

Number: 20206 Name: Mark Thimble Type: Foster Home Status: Inactive

Lcns. Type: Not Licensed Lcns. Agency: none HSRS Number: 2204020206

Home Members Characteristics Services Training

Home Information

Parent 1: Mark Thimble
C/O:
Street: 25 Bushik Gar
City: Abrams
Country: United States

Emergency Contact Information

Name:

Further Information

Primary Language: English ☐ EFT
Marital Status: Married Couple ☐ 1099 Form Required
County: Milwaukee ☐ FEIN
Parent Agency: Mark Thimble ☐ SSN
☐ N/A

County Provider ID

County	Provider ID	Delete

Options: Go

Insert Save Close

Done Local intranet

7. Close all open worker assignments to the provider record making sure yours is the last assignment to close. The default provider for your county will need to be assigned to this provider as the primary worker to remove this provider from your desktop.
8. Should your county license this home in the future or work with this provider in any capacity in the future, search out the home and change the status back to Active. Update the appropriate information for this provider. DO NOT create a new Home Inquiry or Duplicate Provider Record as this record can be reopened. This record will also retain all historical information for this provider number.